

Capital Planning Committee Meeting Minutes September 7, 2017

In attendance were: Steve Andrew
Dean Carman
John Danizio
Charlie Foscett
Chris Moore
Sandy Pooler
Brian Rehrig
Barbara Thornton
Rich Viscay

Not in attendance:

Also in attendance: Christine Bongiorno, Director of HHS
Michael Morse, Deputy Treasurer
Michael Rademacher, Director of Public Works
Amy Fidalgo, Management Analyst

- **Meeting Opened:** Charlie Foscett called the meeting to order at 5:05pm. The CPC reviewed the minutes of March 3, 2017. Brian Rehrig moved to approve the minutes of March 3, 2017. Steve Andrew seconded. All voted in favor. The Committee reviewed the proposed meeting schedule for upcoming months.
- **Membership changes/Changes in Town Department Leadership:** The Committee welcomed new members Chris Moore, John Danizio, and Dean Carman. Sandy Pooler mentioned that the Town hired a new Energy Manager in the Facilities Department, Ken Pruitt.
- **Election of Committee Officers:** Sandy Pooler opened the floor for nominations for Committee Chair. Brian Rehrig nominated Charlie Foscett. Steve Andrew seconded. All voted in favor. Sandy Pooler opened the floor for nominations for Vice Chair. Charlie Foscett nominated Brian Rehrig. Steve Andrew seconded. All voted in favor. Sandy Pooler opened the floor for nominations for Secretary. Richard Viscay nominated Steve Andrew. Brian Rehrig seconded. All voted in favor.
- **Review of Sub-committee organization and membership:** Charlie Foscett discussed the format of the organizational chart of the subcommittees. The organization chart for the upcoming season may be subject to change based to the proposal to expand the CPC.
- **Proposal to expand CPC by two members from nine to eleven members:** Brian Rehrig summarized that during the new member recruiting process it was clear that there were three strong applicants interested in filling the open position on the Committee. Charlie Foscett and Brian Rehrig discussed the possibility of expanding the CPC by two members in order to provide increased institutional memory, and to spread out the work load. Charlie Foscett and Brian Rehrig met with the Town Manager, Deputy Town Manager, and also the Town Moderator to discuss changing the bylaw by up to two members, at the discretion of the CPC and moderator. This would allow the CPC to reduce the committee size back to nine members during years with fewer projects. Sandy Pooler added that if the current bylaw requires terms of all non-staff committee

members to be three-year terms, and if the by-law were changed, we should make the terms staggered instead of concurrent. The Committee discussed the benefits and drawbacks of expanding the CPC.

Sandy Pooler moved to work with the Town Moderator in order to expand the Capital Planning Committee through By-Law change, and for the Town Moderator to reach out to the other two members who were part of the recruiting process in order to participate with the Committee this fall, and to work with the Town Moderator to clarify and codify three year staggered terms for all members of the CPC. Dean Carman seconded. All voted in favor.

- **FY18 Department Head Requests:** Sandy Pooler said that Mike Rademacher, Director of DPW and Christine Bongiorno, Director of HHS would like to speak to the Committee about funding that was appropriated for past projects that they would like to be reallocated.

Mike Rademacher explained that he received funding for a large crane for the Natural Resources department in the amount of \$275k. The Parks Supervisor reevaluated the equipment and said that the Mini Trash Packer is in poor shape, and the Bucket Truck is 20 years old and unusable, whereas the large crane was not as in demand considering a great deal of crane work is outsourced currently. The cost of replacing both of these pieces of equipment is about \$220k. Mike Rademacher is requesting that the money originally intended for the large crane be put towards these two pieces of equipment instead. DPW will reevaluate when the large crane should be put back into the capital plan. Mike Rademacher told the CPC that DPW is using fleet management software to avoid these changes in the future. Sandy Pooler moved to approve reallocating FY18 capital funds for the Work Crane to go towards a Mini Trash Packer and Bucket Truck, with the difference going into the general reserves. Chris Moore seconded. All voted in favor.

Christine Bongiorno gave a background of the three historic structures on the Whittemore Robbins property. The Carriage House has recently been renovated with CPA funds. The Whittemore Cottage is currently uninhabitable and the mansion needs exterior work performed in order to prepare for winter weather. The most pressing needs would be repairing the upper gutters at the mansion, repairing the chimneys, installing gutters and downspouts, and repairing the snow guards. Christine Bongiorno requested that out of \$80k previously funded in the capital plan at the various Whittemore Robbins structures, that \$35k be put towards these items in order to prepare for the winter.

Sandy Pooler stated that he toured these structures with Christine Bongiorno, and the Town needs to take a hard look at what to do at each building. Sandy Pooler said he would not recommend delaying these current requests for more analysis. The above requests will address the pressing needs to the building. Barbara Thornton asked for confirmation that the Facilities Department has been, and will continue to be part of this process. Christine Bongiorno confirmed. Sandy Pooler moved to authorize HHS to spend \$35k from the previously appropriated \$80k of capital requests relating to the Whittemore Robbins structures to be spent on the items outlined in Christine Bongiorno's memo, with the balance going into the general reserves. Brian Rehrig seconded. All voted in favor.

- **Update on Projects:** Sandy Pooler said that the Stratton School got its Certificate of Occupancy on Monday. Charlie Fosskett asked for confirmation that Stratton was under budget. Sandy Pooler confirmed. Sandy Pooler said that the DAV Building has a purchase and sale agreement in place, but there has not been a closing yet. The Community Safety building is still dealing with settlement discussions. John Danizio said that according to the last Permanent Town Building

Committee meeting, Thompson School is running late but it is expected that students will be in the building by October 1.

- **Update on New Digital Data Entry Form and Integration with Departments:** Amy Fidalgo and Sandy Pooler reviewed the online form for submitting capital requests, and discussed how the subcommittees could make their funding recommendations through the online form.
- **Review of FY2018 Capital Plan and Presentation of FY 2019-FY 2023 Capital Requests:** Charlie Foskett said that no changes were made to the FY18 Capital Plan at Town Meeting. Sandy Pooler reviewed some of the significant capital requests that have been submitted for FY19-FY23. It is likely that the figure for the DPW building will increase, but this project is still only in the design and study phase. It may be possible to supplement part of this request with water and sewer funds. Charlie Foskett mentioned that Adam Kurowski has included a capital request for capital planning software. The Committee will have further discussions about what this software can or cannot help with in future meetings.
- **Adjournment:** Charlie Foskett moved to adjourn at 7:10pm. Steve Andrew seconded. All voted in favor.